



Roadmap Advisory Group Meeting Notes

February 22, 2006 (1:30 – 3:30)

OFM Pt Plaza West Training Room

Attendees

Dan Ashby, DOC
 Dan Contris, DOR
 Rick Cook, DSHS
 Jean Denslow, LOT
 Michelle French, OFM
 Grigg, Phil, GA
 Mark Johnson, WSDA
 Gary Maciejewski, DOC
 Robin Madsen, Eclipse

Jack Needham, ESD
 Diane Perry, WSP
 Sadie Rodriguez-Hawkins, OFM
 Kathy Rosmond, OFM
 Allen Schmidt, OFM
 Randy Simmons, LCB
 Tristan Wise, GA
 Marcy Yates, DOT

Focus group participants:

Scott Chapman, IAC
 Jim Eby, DFW
 Lydia Lindwall, ECY
 Thomas Rogers, DOH
 Liz Saylor, ECY
 Cindy Trambitas, CTED
 Michelle Weiburg, SAO

Handouts

- Advisory group [presentation](#).

Agenda and Meeting Expectations

Sadie Rodriguez-Hawkins opened the meeting by welcoming advisory group members and reviewing the meeting agenda.

Project Update

Kathy Rosmond provided an update on current project developments and accomplishments. She also thanked Dan Contris for helping interview candidates for the addition *Roadmap* business analyst position.

A member asked what the upcoming feasibility study would include. Sadie Rodriguez-Hawkins responded that available funding would effect what is covered in the feasibility study. John Natteford added that the study, at whatever level funded, would include recommendations coming out of the value proposition reports.

Review and Approval Process

Kathy Rosmond walked through each step of the value proposition review and approval process, pointing out that step 4 would be completed at the meeting. When asked, the group agreed the process would work for reviewing and approving the deliverables. There was some concern that future value propositions will be longer and take more time to review.

Kathy informed the group that the meeting would concentrate on Chapter 6 of the Grant Management Value Proposition -- the recommendations, value proposition, and performance measures. She asked the group to concentrate only on the content during the meeting and save wordsmithing and spelling/grammar changes for afterward.

Review and Approve Grant Management Value Proposition

Robin Madsen walked the group through each of the nine recommendations, explained the ideas in more detail, provided examples, and asked for feedback. Suggested changes were captured and will be added the next revision of the Grant Management Value Proposition.

Next, Robin asked the following question: *Based on the information we have at this time, do you agree to endorse the "could-be" vision for the Grant Management Value Proposition document and the nine recommendations for change?* Advisory Group members were asked to provide written response to this question by March 1st, 2006. All responses will be added as an appendix to the value proposition. In addition, any changes to the document resulting from these responses will also be noted in the appendix.

Next Steps / Process Check

Kathy Rosmond informed members that meeting invitations for upcoming Revenue Accounting, General Ledger, and Financial Reporting/ Funds Administration focus group sessions will be sent out soon. She also proposed two agenda items for next month's meeting: 1) Invite the city of Victoria, BC to talk about risk based assessment and, 2) Develop the prioritization process for making feasibility study recommendations to executive sponsors.

A member asked if the next value proposition report could be provided in pieces since it will be a compilation of four processes. Robin said the report would be less effective delivered in pieces and the value comes from the tying all the processes together. Kathy reminded everyone that the modeling components could be found on the [Business Process Modeling page](#) of the *Roadmap* website.

Another member suggested sending review and approval instruction prior to the meeting so the discussion could be more directed and effective.

The next Roadmap Advisory Group meeting is scheduled for Wednesday, March 22nd at OFM Point Plaza West Training Room from 1:30-3:30 pm.